

NAVPGSCOL INSTRUCTION 5370.3D

Subj: POLICY CONCERNING OUTSIDE EMPLOYMENT AND PROFESSIONAL  
ACTIVITIES FOR FACULTY, STAFF, AND STUDENTS

Ref: (a) DODDIR 5500.7-R of 23 Aug 1993

Encl: (1) Application and Approval for Off-Duty Employment  
(2) NPS Policy on Consulting

1. Purpose. To establish policy and institute procedures for Naval Postgraduate School (NPS) faculty, staff, and students who engage in employment, with or without remuneration, outside of their official duties and responsibilities at NPS.

2. Cancellation. NAVPGSCOLINST 5370.3C. This instruction has been completely revised and should be read in its entirety, specifically enclosures (1) and (2).

3. Background. Reference (a) provides a single source for standards of ethical conduct and ethics guidance for Federal Government employees within the Department of Defense. It is recognized that engagement in outside employment or professional activity may enhance the professional competence of NPS employees. Although participation in outside activities may benefit NPS, as well as the individual, such action may give rise to conflicts of interest, perceptions of impropriety, and interference with primary academic, military, or administrative duties. Considerations which govern the actions of employees with respect to outside employment and professional activities must include the following:

a. All Federal Government employees have a responsibility to the United States government and its citizens to place loyalty to the Constitution, laws, and ethical principles above private gain. This duty imposes a higher standard than is acceptable in the private sector.

b. Federal Government employees must not engage in outside employment or activities that conflict with official Government duties and responsibilities.

c. Military members are additionally constrained by laws and regulations related to their military service.

4. Policy. NPS policy is to allow outside employment and professional activities for faculty, staff, and students to the extent permitted by reference (a). Approval is valid through the

following fiscal year. If the activity is to continue beyond that period of time, a new approval must be obtained each year.

a. Faculty

(1) Activities which interfere with the faculty member's NPS obligations, whether or not involving remuneration, must not be undertaken.

(2) Outside activities are in addition to the individual's full-time commitment to NPS, not in lieu of a portion thereof. Outside employment and professional activities should not normally exceed one day per work week. Individuals wishing to engage in outside work in excess of one day per work week may do so by taking annual leave during periods when their presence at NPS is not required (i.e., quarter breaks).

(3) Faculty members must obtain approval, using the format of enclosure (1), prior to undertaking outside employment or professional activities. Faculty members shall forward with their request a signed copy of enclosure (2) reflecting their understanding of the NPS Policy on Consulting. Failure to report outside employment or professional activities as required in this instruction may result in administrative or disciplinary action.

b. Military staff and students

(1) Activities which interfere with the performance of military duties must not be undertaken.

(2) All military members must obtain approval, using the format of enclosure (1), prior to undertaking outside employment or professional activities. Failure to report outside employment or professional activities as required in this instruction may result in administrative or disciplinary action.

(3) Student requests for outside employment will normally not be approved. Due to the accelerated course load and significant commitment of study time expected of NPS students, outside employment is discouraged, and considered incompatible with military duties. Where persuasive extenuating circumstances are presented, approval may be given on an individual basis.

c. Civilian employees

(1) Aside from faculty, only civilian employees who are required to file a financial disclosure report, OGE 450 or SF 278, are required to obtain approval, using the format of enclosure (1).

(2) Other civilian employees are not required to obtain approval for outside employment or activities. However, such employees are encouraged to inform their supervisor regarding any outside employment, and in any event are subject to the provisions of reference (a).

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NAVPGSCOLINST 5605.2S (List 1)